CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: <u>FACILITIES SUPERINTENDENT</u>
Salary Range: NR 47 - Management Benefits Level B
Position Title: Superintendent of Facilities Management
Incumbent:
Location: Parks Department - Facilities Management Division

GENERAL PURPOSE:

Under the general direction of Parks and Recreation Director or designee, the incumbent is responsible for managing, planning, organizing, and directing the Facilities Management Division. The incumbent is responsible for designing, constructing, altering and maintaining City buildings, facilities, and associated grounds; and supervising, training, evaluating, and disciplining assigned staff to ensure optimum performance and efficiency.

Work is characterized by managerial, administrative, and supervisory duties involved in coordinating and directing the facilities, programs, activities, and staff of the Facilities Management Division. Duties include, but are not limited to, policy planning and implementation; budget development and administration; office space planning; construction management; lease negotiation and administration; building security; overall coordination of services and operations with other divisions and departments; and supervising, training, evaluating, and disciplining assigned staff.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the Facilities Management Division of the Parks Department including all assigned facilities, programs, activities and personnel. Provide overall direction, coordination, and evaluation of this division and its operations.

Directly oversee supervisory and non-supervisory employees. Carry out supervisory responsibilities in accordance with the City's policies and applicable federal, state, and local laws. Responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; approving and coordinating leave requests; and recommending promotions and terminations in order to meet the objectives of the Facilities Management Division.

Manage all facilities related programs including maintenance and operations, remodeling and renovation, new construction, contract services administration, and manage Cityowned and leased properties.

Negotiate and administer lease agreements and manage tenant improvement projects and collection of lease payments from private tenants. Review real estate contracts for compliance with government specifications and suitability for occupancy.

Develop and administer the Facilities Management Division operating budget; manage the City's Facilities related Capital Improvement Projects budget; and manage budget separation of private and public portion and maintenance of City facilities.

Develop short term and long range plans, conceptual designs, and capital outlay requirements and documentation for office space and facility use; evaluate the use of office space and facilities; and develop and recommend space management policies and guidelines.

Plan, budget, and manage facilities modifications including cost estimates, bid sheets, layouts, and contracts for construction and acquisitions; formulate and coordinate program specifications, requirements for proposals and contracts, and associated documents.

Manage capital facilities improvement projects; inspect construction and installation progress to ensure conformance to established specifications.

Develop and administer security policies and procedures for City buildings.

Manage City's HVAC systems, lighting, and other building systems including alarm systems and building security systems.

Act as liaison to public utility, environmental, and energy agencies; manage sensitive environmental and regulatory issues that impact facility operations.

Responsible for the overall maintenance of the City's Fire Stations including remodeling and new construction.

Oversee and direct maintenance and custodial workers engaged in equipment installation, facilities and equipment repair/maintenance, preventive maintenance, and general cleaning maintenance of assigned facilities.

Analyze, develop, and implement maintenance and operation standards, emergency management, and security and safety procedures for building operations.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

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PERIPHERAL DUTIES:

Act as Parks Director in the Director's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, objective, and structure
- Applicable local, state, and federal laws, codes, regulations, and ordinances
- Facilities management principles and practices
- Principles and practices of supervision and training
- Principles and practices of governmental budgeting, accounting, and purchasing procedures including preparation, management, monitoring, transfers, and reporting
- Real estate contracts
- Current trends in building security
- Principles and practices of lease and contract negotiations and administration
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Computer software usage
- Work hazards and related safety techniques
- Modern research and analytical methods and practices
- Methods, principles, and practices of effective conflict resolution

SKILLED IN:

- Managing the Facilities Division including all personnel, projects, leases, contracts, and budgets assigned
- Building teams, resolving conflict, and gaining cooperation from staff and the public
- Effectively organizing and expressing ideas both orally and in writing
- Using interpersonal skills effectively in a tactful, diplomatic, and courteous manner
- Applying principles and practices of training, supervising, and motivating staff including, but not limited to, hiring, directing, evaluating, awarding, and disciplining staff
- Analyzing complex and technical maintenance and financial documents

ABILITY TO:

- Effectively supervise assigned staff within a Union organized environment
- Administer contracts and manage capital facility improvements/constructions
- Effectively deal with politically sensitive issues
- Develop and implement the division budget
- Develop procedures, guidelines, and operations and maintenance standards to ensure quality and effective work results
- Assess the cost effectiveness of various resources and operations and develop alternatives
- Read, analyze, interpret, and explain laws, governmental regulations, financial reports, legal documents, technical procedures, City policies and procedures, and maintenance

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and operations manuals

- Maintain records and prepare reports, business correspondence, and procedure manuals
- Effectively speak, present information, and respond to questions from top management, clients, technical and non-technical personnel, the general public and public groups, and/or City Council
- Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community/public
- Make mathematical calculations as needed
- Use common sense and learned knowledge in managing staff and projects
- Define problem(s), evaluate alternative courses of action, and resolve difficult problems
- Plan and organize work
- Work independently with minimal supervision to meet schedules, timelines, and project cost controls
- Interpret and apply broad instructions provided in written, oral, diagram, or other format

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in facilities management, structural engineering, architecture,

construction management, business administration, or a related field; and

Experience: Four (4) years of experience in property/facilities management including at least

two (2) years of experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's

knowledge, skill, and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Facilities Management Certificate is highly desired
- Washington State Driver's License, or the ability to obtain one within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record.

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax, copier, calculator, and projector.

The employee may be required to operate a vehicle to travel to different City facilities and sites for inspections and project management.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an

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employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and type on keyboard for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Work is usually performed in an indoor office environment. The incumbent may sometimes be required to perform facility/site (field) inspections to manage, observe, or monitor the status of maintenance or special projects. The incumbent may also be exposed to individuals who are irate or hostile.

While performing the field duties of this job, the employee is occasionally exposed to dust, fumes or airborne particles, and toxic or caustic chemicals. The employee may occasionally work in high, precarious places and outside weather conditions. The incumbent may also occasionally work near moving mechanical parts. The noise level in the work environment is usually moderate in the office and loud in the field.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
	 Date	Employee Services Director/De	esignee Date

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised 7/14/09